

# How to set-up your Email (OWA) on your iPhone

(Software version 2.0 and higher)

You must be connected to a wireless source or have the iPhone data plan

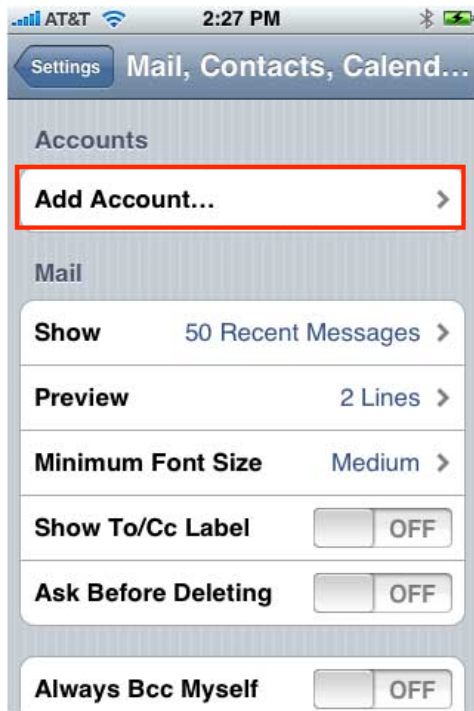
## Step 1: Tap settings



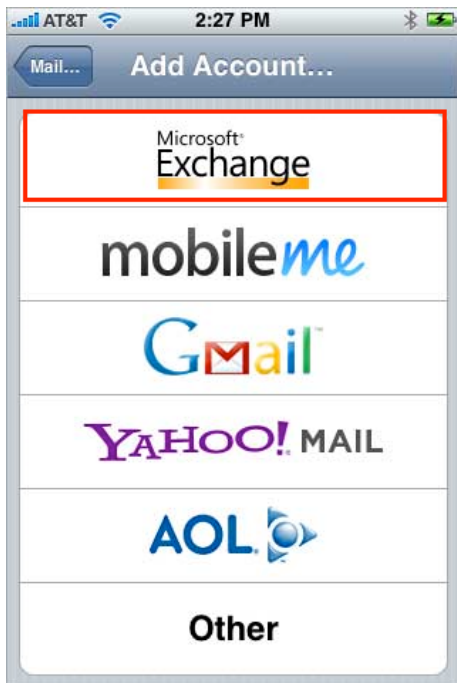
## Step 2: Select, "Mail, Contacts, Calendars"



**Step 3:** tap Add Account



**Step 4:** tap Microsoft Exchange



**Step 5:**

- A) Enter your full email address.
- B) **Do Not** enter anything under Domain
- C) Enter your Username (Domain name)
- D) Enter your password (Domain password)

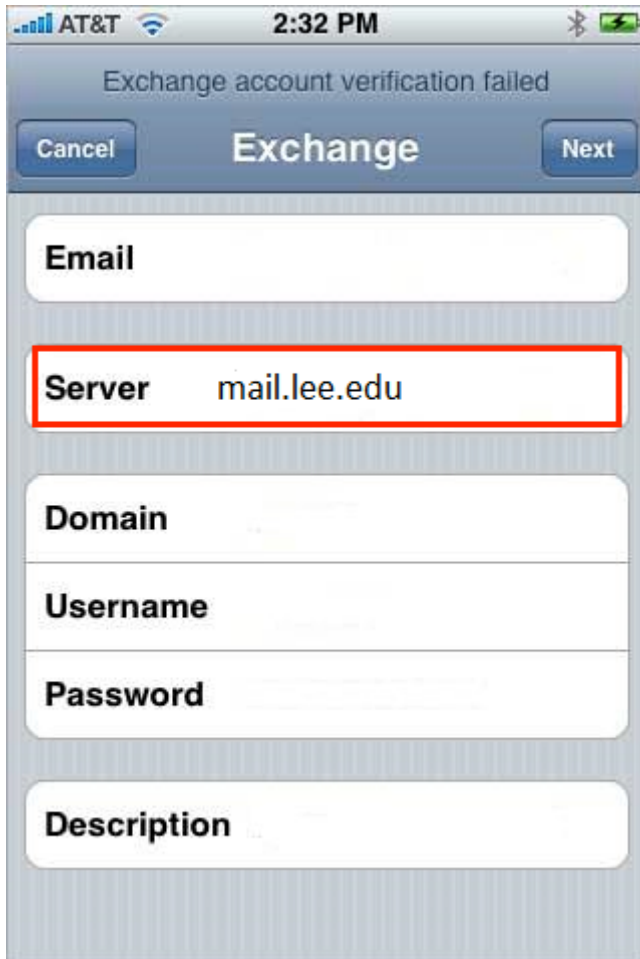
The screenshot shows the 'Exchange' account setup screen on an iPhone. The status bar at the top indicates AT&T service, a Wi-Fi signal, and the time 3:14 PM. The screen title is 'Enter your Exchange account information'. Below the title are 'Cancel' and 'Next' buttons. The main form has the following fields:

- Email:** email@lee.edu (highlighted with a red box)
- Domain:** (empty)
- Username:** Required (highlighted with a red box)
- Password:** Required (highlighted with a red box)
- Description:** My Exchange Account

**Step 6:**

You will receive a message saying unable to verify certificate. This is ok, you will now be able to change your exchange server details.

You will need to type “**mail.lee.edu**” in the Server field.



**Step 7:** Tap next

\*If you are having any problems please verify all spellings and passwords

**Step 8:** Pick what services you would like to synchronize



**Step 9:** You have now completed the set-up

To view your exchange mail, go to your home screen and tap "Mail"

